United Nations ST/IC/2017/12

Secretariat

9 March 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters (recruited on or after 1 February 2016)**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York.

2. The CPI for the month of November 2016 reflected a 1.60 per cent movement over the November 2015 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories have been adjusted upward by 1.4 per cent, effective 1 November 2016. The adjustment was made to the lower salary scales for staff recruited on or after 1 February 2016.

3. Staff members recruited prior to 1 February 2016 are paid according to the salary scales in effect since 1 March 2014. Amendment two to those salary scales has been issued to reflect the revised levels of allowances. The salary scales in effect since 1 March 2014 and applicable only to eligible staff already on board prior to 1 February 2016 may be accessed from the website of the Compensation and Classification Section of the Human Resources Policy Service, Office of Human Resources Management, at www.un.org/depts/OHRM/salaries_allowances/.

4. With the discontinuation of the freeze on increases of allowances, which became effective on 1 January 2016 by General Assembly resolution 70/244, the level of allowances impacted by the freeze can now be implemented as decided by the International Civil Service Commission. The dependency allowances (in thousands of United States dollars net per annum) have been revised with effect from 1 November 2016 as follows:

* The present circular, which cancels and supersedes circular ST/IC/2016/6, will be in effect until further notice.

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Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

5. The revised salary scales, effective 1 November 2016, which are contained in the annex to the present circular, will be implemented in the end of March 2017 payroll.

Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2016 (applicable only to staff recruited on or after 1 February 2016)

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	70 763	73 737	76 711	79 686	82 660	85 635	88 609	91 583	94 558	97 532	100 507*
	(Gross pension)	68 576	71 350	74 123	76 897	79 671	82 443	85 217	87 991	90 764	93 622	96 596*
	(Total net)	53 826	55 878	57 931	59 983	62 036	64 088	66 140	68 193	70 245	72 297	74 350*
	(Net pension)	53 826	55 878	57 931	59 983	62 036	64 088	66 140	68 193	70 245	72 297	74 350*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	63 377	66 061	68 745	71 430	74 115	76 800	79 484	82 169	84 854	87 539	90 224*
	(Gross pension)	61 690	64 193	66 696	69 199	71 703	74 206	76 709	79 213	81 716	84 219	86 722*
	(Total net)	48 730	50 582	52 434	54 287	56 139	57 992	59 844	61 697	63 549	65 402	67 255*
	(Net pension)	48 730	50 582	52 434	54 287	56 139	57 992	59 844	61 697	63 549	65 402	67 255*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	56 879	59 143	61 509	63 936	66 364	68 792	71 218	73 646	76 074	78 501	80 929*
	(Gross pension)	55 662	57 837	60 012	62 212	64 475	66 739	69 002	71 265	73 528	75 792	78 056*
	(Total net)	44 091	45 766	47 441	49 116	50 791	52 466	54 141	55 816	57 491	59 166	60 841*
	(Net pension)	44 091	45 766	47 441	49 116	50 791	52 466	54 141	55 816	57 491	59 166	60 841*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	51 223	53 274	55 326	57 375	59 427	61 585	63 785	65 985	68 185	70 385	72 585*
	(Gross pension)	50 224	52 196	54 168	56 138	58 110	60 081	62 071	64 122	66 173	68 224	70 275*
	(Total net)	39 905	41 423	42 941	44 458	45 976	47 494	49 012	50 530	52 048	53 566	55 084*
	(Net pension)	39 905	41 423	42 941	44 458	45 976	47 494	49 012	50 530	52 048	53 566	55 084*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	46 078	47 937	49 798	51 657	53 517	55 376	57 236	59 095	61 024	63 018	65 012*
	(Gross pension)	45 280	47 068	48 855	50 642	52 429	54 217	56 003	57 791	59 577	61 364	63 215*
	(Total net)	36 097	37 473	38 850	40 226	41 602	42 978	44 354	45 730	47 106	48 482	49 858*
	(Net pension)	36 097	37 473	38 850	40 226	41 602	42 978	44 354	45 730	47 106	48 482	49 858*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	41 461	43 144	44 825	46 506	48 189	49 870	51 552	53 233	54 916	56 597*	
	(Gross pension)	40 844	42 460	44 076	45 693	47 308	48 926	50 541	52 157	53 773	55 390*	
	(Total net)	32 681	33 926	35 171	36 415	37 660	38 904	40 148	41 392	42 638	43 882*	
	(Net pension)	32 681	33 926	35 171	36 415	37 660	38 904	40 148	41 392	42 638	43 882*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	37 369	38 832	40 306	41 828	43 349	44 872	46 394	47 915	49 437*		
	(Gross pension)	36 809	38 270	39 734	41 196	42 659	44 122	45 583	47 047	48 509*		
	(Total net)	29 574	30 701	31 826	32 953	34 079	35 205	36 332	37 457	38 584*		
	(Net pension)	29 574	30 701	31 826	32 953	34 079	35 205	36 332	37 457	38 584*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):	
Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (to be included in pensionable remuneration):

First language	2 268
Second language	1 134

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2016 (applicable only to staff recruited on or after 1 February 2016)

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	76 923	79 648	82 372	85 097	87 821	90 546	93 270	95 995	98 720	101 444	104 169	106 893
	(Gross pension)	74 320	76 859	79 400	81 939	84 479	87 019	89 560	92 099	94 803	97 528	100 251	102 976
	(Total net)	58 077	59 957	61 837	63 717	65 597	67 477	69 357	71 237	73 116	74 996	76 876	78 756
	(Net pension)	58 077	59 956	61 836	63 715	65 595	67 474	69 354	71 232	73 112	74 992	76 871	78 751
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2016 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	61 941	65 203	68 466	71 730	74 992
	(Gross pension)	60 399	63 393	66 435	69 478	72 520
	(Total net)	47 739	49 990	52 241	54 493	56 744
	(Net pension)	47 739	49 990	52 241	54 493	56 744
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	54 454	56 800	59 146	61 600	64 117
	(Gross pension)	53 330	55 584	57 840	60 094	62 380
	(Total net)	42 296	44 032	45 768	47 504	49 241
	(Net pension)	42 296	44 032	45 768	47 504	49 241
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	49 972	52 116			
	(Gross pension)	49 023	51 082			
	(Total net)	38 979	40 566			
	(Net pension)	38 979	40 566			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances: not entitled

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2016 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	93 907	97 547	101 188	104 830	108 472	112 112	115 753	119 395	123 036*				
	(Gross pension)	90 156	93 637	97 277	100 919	104 560	108 201	111 842	115 483	119 125*				
	(Total net)	69 796	72 307	74 820	77 333	79 845	82 357	84 870	87 382	89 895*				
	(Net pension)	69 796	72 307	74 820	77 333	79 845	82 357	84 870	87 382	89 895*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	86 992	90 384	93 776	97 168	100 559	103 950	107 342	110 733	114 125*				
	(Gross pension)	83 710	86 872	90 035	93 257	96 647	100 038	103 430	106 822	110 213*				
	(Total net)	65 025	67 365	69 705	72 046	74 386	76 725	79 066	81 406	83 746*				
	(Net pension)	65 025	67 365	69 705	72 046	74 386	76 725	79 066	81 406	83 746*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	80 043	83 194	86 344	89 495	92 644	95 795	98 946	102 097	105 247*				
	(Gross pension)	77 230	80 168	83 105	86 043	88 981	91 918	95 035	98 186	101 335*				
	(Total net)	60 230	62 404	64 578	66 752	68 925	71 099	73 273	75 447	77 621*				
	(Net pension)	60 230	62 404	64 578	66 752	68 925	71 099	73 273	75 447	77 621*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	72 990	75 880	78 770	81 661	84 551	87 441	90 331	93 222	96 111*				
	(Gross pension)	70 653	73 348	76 043	78 738	81 433	84 129	86 824	89 519	92 212*				
	(Total net)	55 363	57 357	59 351	61 346	63 341	65 334	67 329	69 323	71 317*				
	(Net pension)	55 363	57 357	59 351	61 346	63 341	65 334	67 329	69 323	71 317*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	68 109	70 375	72 641	74 907	77 174	79 440	81 706	83 972	86 239	88 506	90 772*		
	(Gross pension)	66 102	68 215	70 328	72 441	74 555	76 668	78 781	80 895	83 007	85 121	87 233*		
	(Total net)	51 995	53 558	55 122	56 686	58 250	59 814	61 377	62 941	64 505	66 069	67 633*		
	(Net pension)	51 995	53 558	55 122	56 686	58 250	59 814	61 377	62 941	64 505	66 069	67 633*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	61 028	63 077	65 127	67 175	69 224	71 274	73 323	75 371	77 421	79 470	81 518	83 568	85 617*
	(Gross pension)	59 581	61 417	63 321	65 232	67 142	69 052	70 963	72 874	74 785	76 695	78 605	80 517	82 427*
	(Total net)	47 109	48 523	49 937	51 351	52 765	54 179	55 593	57 006	58 421	59 834	61 248	62 662	64 076*
	(Net pension)	47 109	48 523	49 937	51 351	52 765	54 179	55 593	57 006	58 421	59 834	61 248	62 662	64 076*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	54 364	56 078											
	(Gross pension)	53 243	54 891											
	(Total net)	42 229	43 498											
	(Net pension)	42 229	43 498											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):	
Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (to be included in pensionable remuneration):

First language	2 268
Second language	1 134

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2016 (applicable only to staff recruited on or after 1 February 2016)

		STEPS						
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	86 763	89 770	92 777	95 783	98 790	101 798	104 805
	(Gross pension)	83 496	86 380	89 103	91 907	94 879	97 886	100 893
	(Total net)	64 867	66 941	69 016	71 091	73 165	75 241	77 315
	(Net pension)	64 867	66 941	69 016	71 091	73 165	75 241	77 315
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	81 338	84 172	87 089	89 843	92 680	95 514	98 351
	(Gross pension)	78 436	81 080	83 724	86 368	89 013	91 656	94 438
	(Total net)	61 123	63 079	65 036	66 992	68 949	70 905	72 862
	(Net pension)	61 123	63 079	65 036	66 992	68 949	70 905	72 862
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	75 910	78 573	81 236	83 899	86 562	89 225	91 886
	(Gross pension)	73 378	75 859	78 343	80 825	83 308	85 791	88 273
	(Total net)	57 378	59 216	61 053	62 890	64 728	66 565	68 401
	(Net pension)	57 378	59 216	61 053	62 890	64 728	66 565	68 401
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	70 508	72 993	75 478	77 963	80 448	82 933	85 419
	(Gross pension)	68 339	70 657	72 974	75 291	77 608	79 926	82 242
	(Total net)	53 651	55 365	57 080	58 795	60 509	62 224	63 939
	(Net pension)	53 651	55 365	57 080	58 795	60 509	62 224	63 939
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	65 099	67 412	69 725	72 040	74 353	76 667	78 980
	(Gross pension)	63 295	65 453	67 610	69 766	71 924	74 082	76 239
	(Total net)	49 918	51 514	53 110	54 707	56 303	57 900	59 496
	(Net pension)	49 918	51 514	53 110	54 707	56 303	57 900	59 496
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	59 701	61 823	63 969	66 114	68 258	70 404	72 550
	(Gross pension)	58 372	60 294	62 241	64 242	66 243	68 242	70 243
	(Total net)	46 179	47 658	49 138	50 619	52 098	53 579	55 059
	(Net pension)	46 179	47 658	49 138	50 619	52 098	53 579	55 059
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	54 671	56 504	58 337	60 183	62 149	64 116	66 082
	(Gross pension)	53 538	55 300	57 062	58 824	60 585	62 378	64 212
	(Total net)	42 456	43 813	45 170	46 526	47 883	49 240	50 597
	(Net pension)	42 456	43 813	45 170	46 526	47 883	49 240	50 597
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	49 592	51 265	52 938	54 612	56286	57 959	59 632
	(Gross pension)	48 657	50 266	51 874	53 482	55091	56 698	58 307
	(Total net)	38 698	39 936	41 174	42 413	43652	44 890	46 128
	(Net pension)	38 698	39 936	41 174	42 413	43652	44 890	46 128
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):		
Child	2 389	
		First language 2 268
		Second language 1 134
Except for the first dependent child of a single, widowed or divorced staff member	3 575	
Dependent spouse	3 727	
Secondary dependant	1 359	

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.